



Loudoun County, Virginia

www.loudoun.gov

Department of Parks, Recreation and Community Services

215 Depot Court, S.E., Leesburg, VA 20175

703-737-8042 • Fax: 703-771-5354

Hello & Welcome to Registration for AR Summer Camp's 2012

Amazing Global Adventures!

Pre-Registration (RETURNING CAMPERS ONLY): March 1-16, 2012

Open Registration: Beginning March 20, 2012

We're working hard, preparing this summer's activities, events and trips...hoping that you're planning to join us for these awesome adventures! As camp rooms fill quickly, we recommend that you register as soon as possible in order to reserve your family's camp space now. Please see information below:

Camp Week	June 18-22	June 25-29	July 2-6	July 9-13	July 16-20	July 23-27	July 30-Aug 3
Weekly Theme	<i>Sizzlin' Ventures South of the Border</i>	<i>African Safari</i>	<i>European Voyages</i>	<i>Mystical Treasures of the Orient</i>	<i>International Festival</i>	<i>Hailin' from the Land Down Under</i>	<i>Summer in the USA!</i>
Camp Fee	\$155	\$155	\$124	\$155	\$155	\$155	\$155
Payment Date	June 4 \$130	June 11 \$130	June 18 \$99	June 25 \$130	July 2 \$130	July 9 \$130	July 16 \$130

REGISTRATION CHECKLIST:

- ☐ **Completed AR Summer Camp Registration Packet:**
 - ☐ **ALL forms MUST be 100% complete, with a physical signature, when submitted at the time of registration. If any form is not 100% complete, we are unable to complete the registration process and secure your space.**
 - ☐ For your convenience, forms are available on-line at the AR webpage (www.loudoun.gov/adaptiverec). You may choose to print, complete and sign the PDFs by hand OR download and complete the Microsoft forms on your computer, then print and sign.
 - ☐ AR Camp Registration form
 - ☐ Children's Programs Registration & Addendum form
 - ☐ Health/Skills form
 - ☐ Permission form
 - ☐ Camper BIO form
 - ☐ Transportation form, if desired
 - ☐ Medication forms, if needed
 - ☐ **NEW CAMPERS ONLY: Upon registration we must also have the following:**
 - ☐ Proof of child's identity (i.e: birth certificate, most recent school records, passport, IEP)
 - ☐ VA School Health form & immunization records - copy can usually be obtained from child's school
 - ☐ **Fees:**
 - ☐ Pay a \$25.00 non-refundable registration fee per child
 - ☐ Minimum \$25 non-refundable deposit for each week your camper is interested in attending
 - ☐ **Scholarships:**

Scholarship approval letters/forms from the granting organization **MUST** be submitted prior to or along with ALL required paperwork at the time of registration in order to complete the registration process.

NOTE: Scholarships will not cover the registration or multiple deposits, unless the entity providing the scholarship has given PRCS-Adaptive Recreation written confirmation at least two business days prior to registration.
 - ☐ **Camp Cancellation Policy:** Refer to the Adaptive Recreation Summer Camp Cancellation Guide (attached)
- Refund/Cancellation Contact:** Maria Auger, Adaptive Recreation Coordinator (703-771-5013)
MAIL: 215 Depot Court, SE, 2nd Floor, Leesburg, VA 20175

Please feel free to contact us with any questions about the registration process or camp in general. Thank you and we look forward to providing your child/ren with a successful and fun camp experience!

Sincerely,

Maria Auger

Maria Auger
Adaptive Recreation Coordinator

CONTACT INFORMATION:

Maria Auger
215 Depot Court, SE, 2nd Floor, Leesburg VA 20175
Desk: 703-771-5013 / **Fax:** 703-771-5383
E-Mail: maria.auger@loudoun.gov
Webpage: www.loudoun.gov/adaptiverec



Frequently Asked Questions About Adaptive Recreation Summer Camp



When does registration for camp begin?

Registration begins at 7:00am on Tuesday, March 20th, 2012.

Locations: PRCS Office – 215 Depot Court, SE, Leesburg VA

 Dulles South Multipurpose Center – 24950 Riding Center Dr, South Riding VA

Registration is on-going throughout camp, Monday – Friday (except on county observed holidays), 8:30-5:30 at the PRCS office - 215 Depot Court, SE 2nd floor, Leesburg VA 20175

*****New camper registrations must be done in person by parent or guardian***

Where is the Adaptive Recreation camp site?

Seldens Landing Elementary School - Leesburg

43345 Coton Commons Drive, Leesburg, VA 20176

Neighborhood across Route 7 from new Weigman's shopping center.

When is camp?

Camp runs in weekly sessions, June 18 (no camp July 4th) through August 3, 2012. Parents may choose to send their child for 1 week or all 7 weeks. **Note:** Many AR Camp rooms fill up quickly.

Waitlists will be started on a first come first serve basis, if needed. Parents are urged to place their child's name on the waitlist as cancellations do occur.

What are the camp hours?

9am – 4pm, Monday – Friday (closed Mon, July 4th)

How much is camp?

\$25 one time registration fee; \$155 per week -- except week 3 = \$124 (July 2-6)

During registration you will be required to pay a non-refundable \$25 per week placeholder deposit, which will be subtracted from the total weekly fee. The placeholder deposit will ensure your child's placement in camp. All remaining weekly balances are due 2 weeks before the week of camp. If payments are not made on time, you will lose your place in camp and the \$25 weekly placeholder deposit.

Is the camp fee pro-rated if I only send my child 3 of the 5 days of camp in a week?

No, PRCS camps are not pro-rated.

Is there pre-registration for returning campers?

Yes, returning campers from the previous year will receive a Returning Camper Letter and pre-registration information in the mail or e-mail prior to registration. Forms may be accessed on-line OR requested to be sent by mail.

Return completed packet & deposit/fees, by mail to:

Maria Auger, Adaptive Recreation
215 Depot Court, SE, 2nd floor
Leesburg, VA 20175

Returning camper mail-ins will be registered during Pre-Registration. All forms must be 100% complete and submitting by mail is not a guaranteed placement in camp.

What is the registration process?

ALL Campers: MUST have the following forms 100% completed upon registration

- PRCS Children's Programs Registration & Addendum form
 - MUST include 3 emergency contacts within 30 minutes of the camp site, insurance information and parent/guardian emergency numbers, signature
- Adaptive Recreation Camp Registration form
- PRCS Health and Skills form
- Transportation request form, if desired
- Permission form

NEW Campers:

- Copy of the VA School Health Entrance form, (immunizations must be complete) – returning campers will be checked for original.
- Proof of Identity Form (please make sure to bring one of the following: child's most current report card, original or certified copy of the child's birth certificate, passport or IEP) – returning campers files will be checked for original.

During registration you will be required to pay a non-refundable \$25 per week placeholder deposit, which will be subtracted from the total weekly fee. The placeholder deposit will ensure your child's placement in camp. All remaining weekly balances are due 3 weeks before the week of camp. If payments are not made on time, you will lose your place in camp and the \$25 weekly placeholder deposit.

I can not afford to pay for all of camp, are there scholarship opportunities?

Please contact Adaptive Recreation Coordinator for more details; some scholarship opportunities may be available to families who qualify through other entities.

- One time \$25 registration fee and \$25 per week placeholder fee must be paid upon registration for all families including scholarship recipients upon registration. *Exceptions will only be honored, at the time of registration, to those with written confirmation from entity giving the scholarship. The amount the entity will pay and the household they will pay for with a signature from the entity must be included on the form.

How are refunds and cancellations managed?

County Refund Policy: Refund requests must be submitted in writing and include an explanation of need for refund or why the participant is disappointed with the quality of the particular class/program. The written request should be dated and sent by e-mail, fax, or mail directly to the facility manager or program manager offering the class/program. Only written requests will be accepted. The amount of any refund will be prorated based on the number of remaining class/program sessions.

Camp Cancellation Policy: *Refer to the Adaptive Recreation Summer Camp Cancellation Guide.*

Adaptive Recreation Contact for Refunds/Cancellations:

Maria Auger, Adaptive Recreation Coordinator

MAIL: 215 Depot Court, SE, 2nd Floor, Leesburg, VA 20175

FAX: 703-771-5383

E-MAIL: maria.auger@loudoun.gov

What will my child do at camp?

Adaptive Recreation camp is designed to give children, youth & young adults with disabilities a summer day camp experience with the support from higher staff ratios, experienced staff, and modified and adapted activities to meet the child's needs. Day campers will follow a daily schedule of activities that will include but not limited to: crafts, indoor and outdoor group games, socialization integration, free play, sensory stimulation and FUN! Teens/young adults will explore hobby crafts, community outings, volunteer/service opportunities and age-appropriate social activities. All campers will attend swim trips (weekly), weather permitting, field trips and special event entertainment.

What is the staff to camper ratios?

Staff to camper ratios range from 1:2 - 1:5 depending on the functioning and ability levels in each classroom. Adaptive Recreation believes in safety first in the least restrictive environment.

Does the staff have experience working with special population?

Yes, we require that our seasonal staff have experience working with individuals with disabilities.

My child needs personal care assistance. Does the camp staff provide personal care?

Yes, Adaptive Recreation staff will meet the needs of the child. Please note: PRCS may not train staff on g-tube feeding techniques or specialty medication administration. We ask the caregivers to please provide the training either themselves or set up for a nurse or medical professional to train staff.

My child needs to take medication during camp hours, how do I go about doing this?

You will need to have a Long-Term Medication form filled out and signed by a physician and the medication must be given to camp staff supervisor in the original bottle with instructions for administration before staff may administer medication to your child. If your child has transportation services, you may NOT give the medication to the bus driver to give to the staff, you must bring the medication and forms to the camp site. Forms may be obtained upon registration.

What camp room should I sign my child up for?

Adaptive Recreation camp-rooms are broken down by diagnosis and age. Review the registration form, pick the camp-room you feel best meets your child's age and diagnosis. If you are unsure please feel free to contact Adaptive Recreation Camp Specialist to inquire more about each camp-room. If at any time during the camp program you or the staff believes your child's needs will better be met in another camp-room, Adaptive Recreation staff will make every effort to transition your child into a camp-room that may meet your child's needs better.



ADAPTIVE RECREATION SUMMER CAMP 2012



REGISTRATION CHECKLIST FOR:

Summer Quest - AR Day Camp

Summer Ventures - AR Teen Club

AR Camp Specialty Programs

REGISTRATION: 7:00 a.m.; Tuesday, March 20, 2012
PRCS Office Dulles South Multipurpose Ctr
215 Depot Court, SE 24950 Riding Center Drive
Leesburg, VA South Riding, VA

Questions?

Phone: 703-771-5013 / Fax: 703-771-5383
maria.auger@loudoun.gov

ALL CAMPERS:

- ☐ PRCS Children's Programs Registration & Addendum form
- ☐ Adaptive Recreation Summer Camp Registration form
- ☐ PRCS Children's Programs Health & Skills form
- ☐ Adaptive Recreation Summer Camp Permission form
- ☐ Adaptive Recreation Summer Camp Transportation form
(optional, if needed only)
- ☐ Medication form (optional, if needed only)

NEW CAMPERS ONLY:

- ☐ School Health 3-Part form & Immunization records
- ☐ Child's Identification (birth certificate, recent school record, passport, IEP)



Adaptive Recreation Summer Camp 2012:

CANCELATION GUIDE



	Due at Registration		Session Payment Plan	<i>I already paid \$125 prior to the due date</i>	<i>I paid my Reg. Fee and Deposit</i>	<i>I paid all fees & camp starts in less than 15 days</i>	<i>I forgot to make payment by the due date & I was dropped</i>
Registered Weeks of Camp		<i>\$25 Non-Refundable Deposit (per week per child)</i>	All payments are due 2 weeks prior to the start of your camp session. If you wish to cancel, all requests must be submitted in writing 15 days prior to the start of the camp session.	Cancelation BEFORE Payment Due Date 15 days + prior to start of camp	Cancelation BEFORE Payment Due Date 15 days + prior to start of camp	Cancelation AFTER Payment Due Date	Re-Enrolling AFTER Payment Due Date
Week 1 6/18-22	<i>\$25 Non-Refundable Registration Fee (on-time fee for entire summer)</i>	\$25.00	\$130.00 Due - June 4, 2012	Full refund = \$130.00	No Refund No Penalty	50% refund = \$65.00	\$25 Fee + \$130 Session Fee = \$155.00
Week 2 6/25-29		\$25.00	\$130.00 Due - June 11, 2012	Full refund = \$130.00	No Refund No Penalty	50% refund = \$65.00	\$25 Fee + \$130 Session Fee = \$155.00
Week 3 7/2-6		\$25.00	\$99.00 Due - June 18, 2012	Full refund = \$99.00	No Refund No Penalty	50% refund = \$49.50	\$25 Fee + \$99 Session Fee = \$124.00
Week 4 7/9-13		\$25.00	\$130.00 Due - June 25, 2012	Full refund = \$130.00	No Refund No Penalty	50% refund = \$65.00	\$25 Fee + \$130 Session Fee = \$155.00
Week 5 7/16-20		\$25.00	\$130.00 Due - July 2, 2012	Full refund = \$130.00	No Refund No Penalty	50% refund = \$65.00	\$25 Fee + \$130 Session Fee = \$155.00
Week 6 7/23-27		\$25.00	\$130.00 Due - July 9, 2012	Full refund = \$130.00	No Refund No Penalty	50% refund = \$65.00	\$25 Fee + \$130 Session Fee = \$155.00
Week 7 7/30-8/3		\$25.00	\$130.00 Due - July 16, 2012	Full refund = \$130.00	No Refund No Penalty	50% refund = \$65.00	\$25 Fee + \$130 Session Fee = \$155.00